

POSITION: Nursing Assistant (Psych), GS-621-5.

NUMBER OF VACANCIES: 1 Full-time position and 1 Part-time position (20hours/week)

TYPE OF APPOINTMENT: The Full-time position is Temporary, not to exceed one year and one day, may be extended or terminated sooner based on workload, budget and staffing. The Part-time position is Temporary, not to exceed one year and may be terminated sooner based on workload, budget and staffing

POSITION DESCRIPTION: 8290A

SALARY RANGE: \$27,612 to \$35,900 per annum

NOTE 1: Applications received by 10-15-04 will be given first consideration for this position.

NOTE 2: Applicants without prior federal service will be appointed at step one of the grade.

NOTE 3: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE 4: Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.

NOTE 5: A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.

NOTE 6: A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.

NOTE 7: This is a Bargaining Unit position.

TOUR OF DUTY: Position is rotating (evening, night). The work conditions may require a change in the tour of duty.

LOCATION: This position is located in 5C, Acute Psychiatry, Mental Health Division. Although this position is located at the Portland OR Division at this time, it may be necessary to relocate the selected person's services at a different Medical Center location if conditions require it in the future.

AREA OF CONSIDERATION: Any US Citizen.

DUTIES: The complete description may be reviewed in the Human Resources Management Division. The following duties and responsibilities are taken from the position description and are considered to be a brief extract. The incumbent provides care to psychiatric patients, as a member of the interdisciplinary treatment team. Following the nursing care plan, participates in the plan of care, in one-to-one interactions and group meetings, in a manner, which promotes a safe and therapeutic ward milieu. The incumbent performs a variety of routine and complex patient care procedures. Delivers skilled individual patient care. Observes patient needs and selects priorities in patient care. Orients patients to the nursing unit. Performs a range of monitor acts, which include taking and recording vital signs, obtaining specimens, and setting up and assisting diagnostic examinations. Prepares patient for surgical procedures. Observes and documents on flow sheets all pertinent data, regarding the emotional and physical status of the patient, properly reporting subtle changes to the primary nurse. Gives condition report to family as appropriate. Participates in patient/family teaching and discharge planning. Uses universal precautions.

QUALIFICATION REQUIREMENTS:

Eligibility: U.S. Office of Personnel Management Qualifications Standards for GS-621 series applies and may be reviewed in the Human Resources Management Division.

Specialized Experience: One (1) year experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. NOTE: To be creditable, specialized experience must have been at least equivalent to the GS-4 level in federal service. Current CNA License is required. The preferred candidate will be a Certified Nursing Assistant with documented Psychiatric nursing care experience of at least one (1) year. Ability to work in interdisciplinary team environment.

Substitution of Education for Experience: 4 years of successfully completed education above the high school level in any field in which high school graduation or the equivalent is the normal prerequisite is creditable. This must have been obtained in an accredited business, secretarial, or technical school, junior college or university.

Rating Factors: On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS**. Failure to respond to rating factors will result in applicant not being referred for the position: **1.** Ability to provide basic nursing care functions commonly performed by nursing assistants, such as activities of daily living, bathing dressing, toileting, ambulation, feeding; minor procedures such as dressing changes, patient care, charting, and assistance with other patient care functions under the supervision of an RN. **2.** Ability to provide care to psychiatric patients including dementia and agitated, psychotic patients. **3.** Understanding of principles of psychiatric milieu. **4.** Knowledge of standard medical and psychiatric terminology. **5.** Skill to provide and gather information about patient care and report to nurses, doctors, and other interdisciplinary team members.

Well Qualified (CTAP/ICTAP): A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

HOW TO APPLY: You may submit [OF 612 \(Optional Application for Federal Employment\)](#), a resume, or other written format (i.e., SF-171). **(REQUIRED)** If your resume or application does not provide all the information requested on the OF 612 and this vacancy announcement, you may lose consideration for the position. In addition, the following forms must be completed/provided and returned to Human Resources Management Service by the closing date:

- [OF-306, "Declaration for Federal Employment"](#) **(REQUIRED)**
- SF 50, "Notification of Personnel Action" (for proof of civilian Federal status). (if applicable)
- DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility). (if applicable)
- [SF-15, "Application for 10-point Veteran Preference"](#) (with required documentation for proof). (if applicable)
- On a separate sheet of paper, provide a written, detailed response to each of the **RATING FACTORS** listed in the paragraph above. **(REQUIRED)**
- Appropriate proof of ITCAP and CTAP eligibility. (if applicable)

HOW TO OBTAIN FORMS:

Forms are available online at www.va.gov/portland/hr

In Portland

VA Medical Center, Human Resources Management Division
3710 SW US Veterans Hospital Road, (Bldg. 100 Rm 6C-12)
Portland, OR 97239. Phone # (503) 273-5236

If Mailing:

VA Medical Center,
Human Resources Management Division (P4HRMS)
P.O. Box 1034
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above. **First consideration will be given to those who apply no later than 10-15-04, however this position will remain open until filled.** Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.